

Standard Report Form

For reporting after the first year of implementation of the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism



..... (company name)

for the period of..... to.....

Foreword

Criteria 6 of the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism foresees an annual reporting on the level of implementation of the Code of Conduct. The first annual report must be very comprehensive as it gives feedback on the overall changes inside the company after the signature of the Code of Conduct. The subsequent annual reports remain short and focused on the new measures and objectives achieved within the year and are best added as supplements to the first annual report.

First and foremost, the annual report allows the company to take stock of the efforts taken and the results achieved. Secondly, the necessary measures for improvement in future implementation of the Code of Conduct can be defined on the basis of this evaluation. Thirdly, the short annual report fulfils a central role in the overall international Code of Conduct context since the short annual report:

- allows sharing of experience and improvement of the tourism sector's skills on implementing the Code;
- encourages the adoption of the Code of Conduct by new tourism businesses;
- helps local Code representatives and the Executive Committee of "The Code"-organization to monitor and to follow the improvement of this project, based on the practical experience achieved so far, challenges met and inputs made by the signatory companies.

On the basis of the annual reporting, the signatory company is asked to undertake ongoing monitoring on the implementation of the Code of Conduct in close cooperation with the local Code representative.

Please note that the Code of Conduct, originally elaborated by ECPAT Sweden, a member of ECPAT International,¹ and the UN World Tourism Organization (UNWTO), was developed for tour operators but as an efficient instrument, the Code of Conduct was quickly adopted by different kinds of businesses in travel and tourism. However, the six criteria of the Code – perfectly adapted to the work context of Tour Operators – cannot be implemented exactly the same way in other industries (i.e. hotels). Therefore, areas of implementation which are less or not at all relevant for the implementation of the Code of Conduct by hotels are signaled with * while points especially important for hotels are signaled with **.

¹ ECPAT International is a network of organizations and individuals working together to eliminate the commercial sexual exploitation of children. It seeks to encourage the world community to ensure that children everywhere enjoy their fundamental rights free from all forms of commercial sexual exploitation. The ECPAT acronym stands for 'End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes'. It is represented today in every region of the world by 77 organizations in 70 countries.

For small and independent hotels, only the minimum standards which are applicable are relevant and should otherwise be regarded as targets or objectives to strive towards.

Please send the Short Standard Report Form to the address below.

＜＜ 返送先 ＞＞

JATA 会員の皆様は

(社)日本旅行業協会(JATA) 総務部

Fax :03-3592-1268

E-mail: jata@jata-net.or.jp

OTOA 会員の皆様は

(社)日本海外ツアーオペレーター協会(OTOA) 事務局

Fax :03-5470-9503

E-mail: mail@otoa.com

＜お問合せ＞

日本旅行業協会 総務部 電話 : 03-3592-1271～3 FAX : 03-3592-1268

日本海外ツアーオペレーター協会 事務局 電話 : 03-5470-9501 FAX 03-5470-9503

日本ユニセフ協会 広報室 電話 : 03-5789-2016 FAX : 03-5789-2036

E メール : jcuinfo@unicef.or.jp

Contact details of the company

Name of the company	
Head Office (address, phone number, home page)	
Name of the legal representative of the company	
Contact details (address, phone number, e-mail)	
Manager officially designated for the implementation of the Code of Conduct (name, contact details)	
Contact person (name, position, contact details)	
Date	
Date of signature of the Code of Conduct	

Criteria 1: Establishment of an ethical policy regarding commercial sexual exploitation of children

Please quote the corporate policy of your company regarding the protection of children from commercial sexual exploitation.	
This corporate policy on the protection of children from sexual exploitation was incorporated into: • Strategic Corporate policy/principles • Corporate Social Responsibility policy • Specific policy on sustainable tourism • Other (please specify)	No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐
When was this new corporate policy introduced?	
How has the company informed employees of the new policy?	
Were all employees be informed?	
What has been the feedback from the employees on the new policy?	
Has the company also informed business partners about this new corporate policy? If yes, please specify what the feedback was?	
Other comments	
Related attachments, please list:	

Criteria 2: Training of personnel in the country of origin and in travel destinations

When were the training sessions started? • in the company's country of origin • in all destination countries • in the main destination countries	
How many sessions of training were held during the first year: • in the company's country of origin • in all destination countries • in the main destination countries	
How many employees were trained in these sessions during the first year, (in absolute numbers and in percentage of total staff): • * in the company's country of origin • in all destination countries • in the main destination countries	
How many employees (in absolute numbers and in percentage of total staff) who were trained are: • * in direct contact with customers in the company's country of origin • directly in contact with customers in destination countries • working in the management level in the country of company's origin • working at management level in the destination countries	
Who prepared the training sessions?	
Who led the training sessions? • external experts (local Code representative, legal advisers, etc.) • internal trainers • internal trainers in cooperation with external experts (local Code representative, legal advisers, etc.)	No ☐ Yes ☐ Who? No ☐ Yes ☐ Who? No ☐ Yes ☐ Who?
Has training on the prevention of sexual exploitation of children become part of the normal service-quality and on-the-job training?	No ☐ Yes ☐

What is included as part of the training? E.g.: • Introduction to the Code of Conduct and the company's policy on the protection of children from sexual exploitation • Introduction on children rights and child protection • Legal framework of the customer's home country • Legal framework of particular destination countries • Case studies and management, (what to do when critical situations occur; etc.) • Other, please specify	No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐
Has the company produced training material for staff as part of the training? E.g.: • Training's book • Brochures • Leaflets • Other, please specify which	No ☐ Yes ☐ print run? No ☐ Yes ☐ print run? No ☐ Yes ☐ print run? No ☐ Yes ☐ print run?
How was feedback from employees?	
What is the willingness of the employees at the destinations to work with the Code of Conduct?	
What processes are in place for employees to communicate cases of commercial sexual exploitation of children reported by customers?	
Have there already been cases or suspicions reported by customers and employees?	No ☐ Yes ☐ Please specify:
What are the main objectives of the training sessions?	
Were these objectives be achieved?	No ☐ Yes ☐ Please specify:
Other comments	
Related attachments, please list:	

Criteria 3: Introduction of a clause in contracts with suppliers, stating a common repudiation of commercial sexual exploitation of children

Please quote the clause on the common repudiation of sexual exploitation of children to be used in contracts with service providers/suppliers.	
In how many new contracts (in absolute numbers and in percentage of total new contracts) with relevant service providers/suppliers (accommodation, ground transport, bars, etc.) has the company introduced this clause: • * in the company's country of origin • in all destination countries • in the main destination countries?	
In how many renewed contracts (in absolute numbers and in percentage of total renewed contracts) with relevant service providers/suppliers (accommodation, ground transport, bars, etc.) has the company introduced this clause: • * in the company's country of origin • in all destination countries • in the main destination countries?	
In how many memoranda of understanding with retailers (in absolute numbers and in percentage of total renewed/existing memoranda of understanding) has the company introduced this clause?	
How does the company inform service providers/suppliers on the Code of Conduct and the company's policy in this regard?	
How many service providers/suppliers (in absolute numbers and in percentage of total suppliers) has the company reached with the information about the Code of Conduct and the company's policy in this regard: • * in the company's country of origin • in all destination countries • in the main destination countries?	
Other comments	
Related attachments, please list:	

Criteria 4: Information provision to customers (travelers) by means of catalogues, in-flight videos, ticket-slips, home pages, etc.

When did your company started to provide customers with information on the Code of Conduct and the company's policy in this regard?	
Which means of communication were used to disseminate information to customers on the Code of Conduct and the company's policy in this regard? * During the personal contact in travel agencies - Catalogues, brochures, leaflets, posters, etc. - Home page/Internet - Email communication * In In-flight magazine * In a In-flight video * On Ticket-slips - Visitor's book (at destination) - During the Welcome event (inclusive information provision) at the destination - Info board at reception desks ** Info board in lobbies ** Info board in elevators ** Info board in restaurants/bars - Other, please specify	No ☐ Yes ☐ No ☐ Yes ☐ Print run: No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ Print run: No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐
How many customers (in absolute numbers and in percentage of all customers approximately) your company were reached with these means of communication travelling to: - All destinations - Main destinations?	
What has been the feedback from customers on the new policy regarding the protection of children from commercial sexual exploitation?	
Which objectives does the company want to achieve with such information provision to the customers?	
Were these objectives be achieved?	
Comments and related attachments:	

Criteria 5: Information provision on the Code of Conduct and the company's policy in this regards to local "key persons" at the destinations

In which of the company's main destination countries has the company started with the information provision to "key persons"?	
How was information provision organised?	
Who are the local partners the company has defined as important "allies" in the fight against commercial sexual exploitation of children in the chosen destinations?	
Are local employees at the destinations collaborating with "key persons" for the prevention of commercial sexual exploitation of children?	No ☐ Yes ☐ With whom?
Are other signatory companies of the Code of Conduct operating at the chosen destinations? If yes, has your company made contact with them for the implementation of criteria 5 of the Code of Conduct?	No ☐ Yes ☐
What have been the company's main objectives in providing information to local "key persons"?	
Were these objectives be achieved? (please specify)	
At which destination does the company plan to start with the information provision to the "local key persons" in the next year?	
Other comments	
Related attachments, please list:	

Criteria 6: Annual reporting on the stage of implementation of the Code of Conduct

How has your company organised the information gathering inside the company for the preparation of this first annual report on the stage of implementation of the Code of Conduct?	
What will be the most important areas of information to monitor in order to better implement the Code of Conduct in the future?	
Has your company already held a meeting with the local Code representative as part of ongoing monitoring on the implementation of the Code of Conduct? Please specify when, where and with whom.	
Other comments	
Related attachments, please list:	

General considerations

Does the company have a manager officially designated for the implementation of the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism? If yes, please specify fulltime or %part time: If not, please specify who in the company is responsible to coordinate the implementation process:	No ☐ Yes ☐
Do you think there have been sufficient human resources for implementing the Code? If not, please specify why.	
Does the company have an extra annual budget line for the implementation of the Code of Conduct?	No ☐ Yes ☐
Do you think there have been sufficient financial resources for implementing the Code? If not, please specify why.	
Other comments	

Objectives for the 2nd year of implementation

For criteria 1:	
For criteria 2:	
For criteria 3:	
For criteria 4:	
For criteria 5:	
For criteria 6:	
Others:	

Date,

Place,

This report reflects the work of.....(name of the company) with the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism for the period from.....until

I,(name),.....(position) on behalf of(company), hereby certify that the information provided is accurate.